

How to Order Business Cards

If you want business cards designed and printed through the Printing, Distribution, and Mail Branch (PDMB), please do the following:

Complete a form APHIS 188 or AMS 188, Printing Request. Indicate on the form which of the formats below is preferred (A, B, or C); paper color (white, blue, salmon, buff, green); and ink color (black or blue). The cards are printed by the Office of Operations (OO). The cost is \$3.00 for 500 cards printed in black ink and \$42.50 for 500 cards printed in blue ink. Cards are printed in one ink color, and there is no embossing.


If you wish to order, please submit the information you want printed on your cards. Cell phone numbers are not allowed unless it's a Government-issued cell phone. Only the USDA and/or APHIS (or AMS) logos can be used. The formats below are what must be followed. Once your completed Printing Request is received by PDMB, camera copy will be prepared and sent to you via e-mail or fax. At that time, you should carefully review the card for accuracy. When you have approved the camera copy, your order will be forwarded to OO for final printing.

If you have questions, you may contact:

Tanya Bowling (Riverdale, MD)
Suite 1A01, Room 1A-01.12
(301) 734-5908

Anita McGrady (Washington, DC)
Room 0755-S
(202) 720-4363

A




United States Department of Agriculture
Animal and Plant Health Inspection Service

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Support Services Specialist

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B

Anita McGrady
Management Analyst



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C




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APHIS or AMS logo